

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Planning Intern Revision Date: 1/2000
EEO Code: Administrative Support
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the long Range Planner or the Planning Director, performs professional level planning activities for the city which may include: research and analysis of technical data, assisting the public in applying planning and zoning regulations assisting the general planning process, gathering data, and organizing statistical information.

III. Essential Duties

- Assist the General Plan process; gathering data, organizing statistical information; writing reports; recommending goals, policies, and programs.
- Work with developers through the Sandy City development process.
- Conduct field inspections of projects under construction for compliance with City ordinances and conditions of approval imposed by the City.
- Answer questions from other divisions within the department, and other city departments.
- Respond to public questions regarding planning, zoning, building permits, variances, special exceptions, site plans, subdivisions, and conditional uses as well as assisting other planners.
- Respond to citizen complaints regarding zoning violations.

IV. Marginal Duties

- Deliver information to the various boards and commissions as needed.

V. Qualifications:

Education: Pursuing a bachelors degree in urban planning, geography, public administration, or related field.

Communication Skills: Research relevant information and inform personnel and the public regarding City ordinances and procedures; ability to communicate effectively verbally and in writing; work effectively with City employees, elected and appointed bodies, citizen groups and the public; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; and interfacing with other governmental agencies.

Tool, Machine, Equipment Operation: Frequent use of a personal computer, blueprint machine, and calculator; regular use of a copy machine.

Analytical Ability: Apply general principles and ordinances effectively; establish goals and priorities; analyze statistical information and development applications; write concise reports and recommendations; creative design and solutions to complex development concerns.

VII. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the

person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____